



MEETING MINUTES

Reference No. 19023

PROJECT: Waukegan Manufactured Gas and Coke Plant

CLIENT: CD SOW

CLIENT REFERENCE NO.:

RE: Pre-Construction Meeting

LOCATION: Waukegan, Illinois

DATE: November 17, 2004

TIME: 10:30AM

Participants:

Kevin Adler, USEPA	Erin Rednour, IEPA	Jewelle Keiser, CH2MHill	Keli McKenna, CH2MHill
Gary Diegan, Diegan & Associates	Steve Matuszak, North Shore Gas	Larry Milner, Burns and McDonnell	Randy Campbell, Severson
Curtis Taylor, SES	Mike Lock, SES	Dan Kattalia, SES	Steve Sharp, SES
Chris Rice, SES	Jim Langseth, Barr	Alan Van Norman, CRA	Tim Leo, CRA

Distribution:

<input checked="" type="checkbox"/> File	<input checked="" type="checkbox"/> Participants			
Jim Campbell				
Julie Sullivan				

Item	Description	Action By
<u>MEETING SUMMARY</u>		
1.	<p>A summary of the meeting discussion is presented in the order of the Agenda Items. Additional detail has been added to some items to elaborate on the discussion and clarify the procedures that will be followed.</p> <p><u>INTRODUCTION</u></p> <p>All individuals introduced themselves and explained their individual role or responsibility to the soil remedial action. Roles and responsibilities are reflected in the "Attendees" list above. After the Site phones have been installed a Site contact list will be circulated.</p>	CRA

Item	Description	Action By
2.	<p><u>METHODS FOR DOCUMENTING AND REPORTING INSPECTION DATA</u></p> <p>Data will be routinely collected to document the quality and quantity of materials handled and/or disposed of. Data will consist of topographic survey results, sample locations, sample chain of custody, sample results (TASP categorization samples, excavation limit verification samples, air monitoring results, wastewater), shipping records, photographs, site plans and figures tracking the work as actually completed.</p> <p>Data will be documented as follows:</p> <ul style="list-style-type: none"> • Survey Results – SES subcontract surveyor will provide survey results on a site plan, clearly indicating the date of survey. SES will provide copies of survey results to CRA. CRA has the option to conduct a second survey to confirm the original survey if determined necessary and appropriate. • Sample Locations – CRA will record sample locations in a Site-specific field book and summarize locations on a site plan. • Sample Chain-of-Custody – to be completed by sample collector and filed at CRA Site office. • Sample Results – Soil samples collected by CRA will have an electronic deliverable sent to CRA Chicago and a paper deliverable sent to the Site. Treated wastewater samples and soil characterization samples that may be collected by SES will be reported on hard copy to SES and SES will report to CRA. The results of air monitoring conducted by CRA will be recorded on a daily summary form. The results of work zone monitoring conducted by SES will only be recorded when there is an exceedence of action levels. The exceedence, a summary of the activity in progress when the exceedence occurred and mitigation measures will be recorded in the project file. • Shipping Records – CRA will maintain a summary of truckloads shipped off-Site • Photographs – CRA will take photographs periodically during the work and compile a photo log • Site Plans and Figures – Site plans and figures will be updated with new survey information periodically as it is received. Changes to site features such as fence location and demolition of structures will be recorded on the Site plans. <p>A Site meeting will be held every second Tuesday at 10:00 AM to review progress and to discuss the work anticipated for the following two weeks. The first meeting will be held on January 11,2005.</p> <p>Raw data will be made available every two weeks as it is generated. All data will be summarized and appended to the Pre-Final Inspection and Final inspection Reports.</p>	<p>CRA</p> <p>ALL</p> <p>CRA</p>



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3.	<p><u>METHODS FOR DISTRIBUTING AND STORING DOCUMENTS AND REPORTS</u></p> <p>Data described above in item 2 will be distributed every second week at the bi-weekly meeting. USEPA, IEPA, CH2MHill and the City of Waukegan will each get one copy of the data that has been generated since the last bi-weekly meeting. Data packages not picked up at the meeting will be shipped via the lowest cost courier available at the time.</p> <p>The Pre-Final and final Reports will be prepared off-site and will be shipped via overnight courier when complete.</p> <p>Documents and Reports prepared by SES will be stored in organized filing cabinets in the SES Site office. A copy of all SES reports will be stored at the SES Midwest office in Merriville, Indiana. Upon submittal to CRA a copy of all SES documents and reports will be stored in organized filing cabinets in the CRA trailer.</p> <p>All soil data reported directly to CRA from a laboratory will be stored electronically at CRA's Chicago office with a hard copy filed at the CRA Site office.</p> <p>Reports generated by CRA will be stored in hard copy at the CRA Site office and in hard copy and/or electronically at CRA's Chicago office</p>	CRA
4.	<p><u>SECURITY AND SAFETY</u></p> <p>The Site is fenced on three of four sides. The fourth side is accessible from the water but this would require landing from a boat and is considered be an unlikely occurrence, particularly during the winter. The access gates will be closed and locked at all times that SES is not present on Site. When SES is not present a security guard monitors the main gate and Site office compound.</p> <p>All persons entering the Site will be required to sign in and out. Individuals from the corporate entities USEPA, IEPA, CH2MHill and Diegan & Associates will be allowed on Site as unescorted visitors. Unescorted visitors must provide individual proof of compliance with 40 CFR 1910 to SES and each individual must check in with the SES Health and Safety Officer before every entry into the Site. The individual requiring entry will advise SES of where they will be working or observing on-Site and how long they expect to be on Site, SES will advise each individual where heavy equipment is expected to be operating. The unescorted visitors identified above will be operating in compliance with their own Health and Safety Plan. It was agreed that all parties would exchange Health and Safety Plans. It was further agreed that an evacuation signal must be developed for the Site that would be recognized by all parties.</p>	ALL



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4.	<p><u>SECURITY AND SAFETY</u></p> <p>Other visitors are discouraged. However, if necessary, other visitor with legitimate needs to be on on-Site will be permitted on Site with an escort from either SES or CRA. Both SES and CRA must be advised when an escorted visitor is on-Site. Visitors requiring an escort will be encouraged to plan their time on-Site in advance, short notice visitors may have to wait for an escort. Escorted visitors will not be allowed near the working face.</p> <p>SES will maintain OSHA required documentation for all persons authorized to be on-Site. All persons should bring a copy of their OSHA documentation the next time they intend to be on-Site and leave the copy with SES to keep on file at the Site.</p> <p>The route to the hospital will be posted in each trailer. In the event of an injury accident, 911 will be called for serious injury. Any entity may escort its own workers or staff with non-urgent injuries to the hospital.</p>	
5.	<p><u>RA WORK PLAN MODIFICATIONS</u></p> <p>No modifications to the RA Work Plan are planned. Should any modifications become necessary they will be raised at the bi-weekly meeting. Documentation of any proposed modification will depend on the significance and magnitude of the proposed modification.</p>	
6.	<p><u>GENERAL REVIEW OF WORK TO BE CONDUCTED</u></p> <p>Drawing C-03 from the Contract Specifications was used to facilitate a general discussion of the work to be performed. Excavation will begin in the southwest corner of the large PRZ along the southern boundary of the Site. This area was selected to start as it has a high probability of generating 1,000 tons of category 1 material for a test burn at the Colmac PA facility before the SES holiday shut down that is scheduled to begin on December 18. Working in this area will require co-ordination with BRP. SES will excavate the BRP parking lot soils first provided that the parking lot can be restored with a gravel surface prior to December 17. Beginning January 3, 2005 work will continue in the southern area of the Site until the excavation reaches the main haul road. Excavation will then shift to the northern boundary of the Site and will work south from there. The ARZ will excavated last. The DSS will be excavated when weather conditions prevent excavation and loading from other locations. Building demolition is expected to begin in January. This will require asbestos and refrigerant removal in December. It was identified that the former OMC IT building remains full of old files and cannot presently be accessed by the contractor.</p> <p>Wastewater will be stored throughout the winter and will be treated on-Site beginning in March or April.</p>	SES



<i>Item</i>	<i>Description</i>	<i>Action By</i>
7.	<u>SITE INSPECTION</u>	
	The meeting reconvened outside. An inspection of the southern boundary was conducted by all attendees, except Mr. Diegan. It was determined that truck access to the BRP fuel tanks should not be a problem unless the planned excavation limits were exceeded to the south.	

☐ Attachments: _____

Prepared By: Alan Van Norman Date Issued: November 29, 2004

This confirms and records CRA's interpretation of the discussions which occurred and our understanding reached during this meeting. Unless notified in writing within 7 days of the date issued, we will assume that this recorded interpretation or description is complete and accurate.